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58-0778

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SPECIAL CENTER NOTICE

3 March 1958

AUTHORITY TO SIGN CORRESPONDENCE TO NSA

1. There is need for the establishment of policies and procedures governing correspondence with NSA to ensure that only authorized correspondence is forwarded to NSA, that duplicate memoranda are not written, that papers are adequately staffed before being served on that Agency, and that appropriate implementing action is taken by NSA on CIA correspondence.

2. In view of the above, the following procedures will apply:

- a. Correspondence concerning broad COMINT policy matters and intelligence problems will be signed by the AD/CI, for the DCI.
- b. Correspondence concerning policy matters other than the above, and as delegated by the AD/CI, will be signed by the Chief, SpINT, for the AD/CI.
- c. Correspondence on liaison and administrative CIA/NSA matters, will be signed by the CS/NSAL, for the AD/CI, as authorized by the CS/SpINT.
- d. Correspondence on requirements and collection matters will be signed by the CS/NSAL, for the AD/CI, as authorized by the CS/SpINT. CIA Regulation [REDACTED] establishes procedures for submitting spot requirements to NSA.
- e. Correspondence on COMINT security matters will be signed by the CB/SY, for the AD/CI, as authorized by the CS/SpINT.
- f. The Office of Training, CIA, and other DD/S components will correspond directly with NSA on non-COMINT matters of mutual concern, and will provide information copies of such correspondence to the AD/CI.

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- g. The Office of Communications, CIA, will correspond directly with NSA on COMSEC matters, bringing to the attention of the AD/CI in advance those subjects which may bear on the COMINT area and furnishing the AD/CI information copies of such correspondence
- h. Division D/FI will correspond directly with NSA PROD-04 and such other NSA offices as necessary on matters of DD/P operational interest, other than intelligence requirements which will follow the procedure in paragraph d. above. The AD/CI will be provided with information copies of such correspondence, as appropriate.

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HUNTINGTON/D. SHELDON  
Assistant Director  
Current Intelligence

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